

State of Hawaii
Department of Health
Family Health Services Division
Maternal & Child Health Branch
Women's Health Section – Family Planning Program

Request for Proposals

HTH 550-6
Community Information and Health
Education: Family Planning and
Reproductive Health

Issued: October 2004

Date Due: January 14, 2005

Note: If this RFP was downloaded from the State Procurement Office RFP Website, each applicant must provide contact information to the RFP contact person (of this RFP) to be notified of any RFP changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

October 12, 2004

REQUEST FOR PROPOSALS

COMMUNITY INFORMATION AND HEALTH EDUCATION: FAMILY PLANNING AND REPRODUCTIVE HEALTH RFP No. HTH 550-6

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, Women's Health Section, Family Planning Program, is requesting proposals from qualified applicants to provide community health education in the areas of family planning and reproductive health, statewide. The contract term will be from July 1, 2005 through June 30, 2007. Multiple contracts will be awarded under this request for proposals.

Proposals shall be mailed and postmarked by the United State Postal Service on or before January 14, 2005, or hand delivered no later than 4:30 p.m., Hawaii Standard Time (HST), on January 14, 2005, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Family Planning Program will conduct an orientation on October 20, 2004 from 9:00 a.m. to 12:00 noon HST, at the Best Western Plaza Hotel (near the Honolulu International Airport) 3253 N. Nimitz Highway, Honolulu, Hawaii. Free shuttle service from baggage claim. Use courtesy phone to call hotel for shuttle service. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m. HST on November 30, 2004. All written questions will receive a written response from the State on or about December 16, 2004.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Melvin Whang at 741-A Sunset Avenue, Room 100, Honolulu, Hawaii 96816, telephone: (808) 733-9030, fax: (808) 733-8355, e-mail: mel.whang@fhsd.health.state.hi.us.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND ONE COPY OF THE PROPOSAL ARE REQUIRED. ADDITIONAL COPIES MAY BE SPECIFIED BY INDIVIDUAL DOH PROGRAMS.

**ALL MAIL-INS MUST BE POSTMARKED BY THE USPS BEFORE 12:00 MIDNIGHT,
January 14, 2005**

All Mail-ins

Department of Health
Administrative Services Office
P.O. Box 3378
Honolulu, HI 96801-3378

DOH RFP Coordinator

Valerie K. Ako
For further info or inquiries
Phone: (808) 586-4556
Fax: (808) 586-4649

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL
4:30 P.M., January 14, 2005**

Drop-off Sites

For applicants located on **Oahu**:

Department of Health
Administrative Services Office
Room 310, Kinau Hale
1250 Punchbowl Street
Honolulu, HI 96313

For applicants located in **East Hawaii**:

Department of Health
Hawaii District Health Office
State Office Building, Room 105
75 Aupuni Street
Hilo, Hawaii
Attn: DOH Administrative Services Office

For applicants located in **West Hawaii**:

Department of Health
Hawaii District Health Office at Kona
Kealahakua Business Plaza, Room 103
81-980 Halekii Street
Kealahakua, Hawaii
Attn: DOH Admin. Services Office

For applicants located on **Kauai**:

Department of Health
Kauai District Health Office
Lihue Health Center
3040 Umi Street
Lihue, Kauai
Attn: DOH Administrative Services Office

For applicants located on **Maui**:

Department of Health
Maui District Health Office
State Office Building, 3rd Floor
54 High Street
Wailuku, Maui
Attn: DOH Admin. Services Office

BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight, January 14, 2005, will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., January 14, 2005.

Deliveries by private mail services, such as FedEx or UPS, shall be considered hand deliveries, and will not be accepted if received after 4:30 p.m., January 14, 2005.

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

**Maternal and Child Health Branch
 Women's Health Section
 Family Planning Program
 Department of Health, State of Hawaii
 741-A Sunset Avenue, Room 100
 Honolulu, Hawaii 96816**

Phone: (808) 733-9030

Fax: (808) 733-8355

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	Oct. 12, 2004
Distribution of RFP	Oct. 12 to Jan. 13, 2005
RFP orientation session	Oct. 20, 2004
Closing date for submission of written questions for written responses	Nov. 30, 2004
State purchasing agency's response to applicants' written questions	Dec. 15, 2004
Discussions with applicant prior to proposal submittal deadline (optional)	Oct. 12, 2004 to Jan. 13, 2005
Proposal submittal deadline	Jan. 14, 2005
Discussions with applicant after proposal submittal deadline (optional)	Late Jan. to March 2005
Final revised proposals (optional)	Late Jan. to Feb. 25, 2005
Proposal evaluation period	Mid Jan. to March 2005
Provider selection	March to April 2005
Notice of statement of findings and decision	March to April 2005
Contract start date	July 1, 2005

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date: October 20, 2004 Time: 9:00 a.m. to 12:00 noon HST
**Location: Best Western Plaza Hotel (near Honolulu International Airport)
3253 N. Nimitz Highway, Honolulu, Hawaii PH: 836-3636****

Free Shuttle Service. Call hotel at 836-3636 for hotel shuttle or use courtesy phone at baggage claim to call hotel for shuttle.

Please bring a copy of the RFP with you.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: November 30, 2004 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: December 15, 2004

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues

contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)

5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
 6. **Tax Clearance** – The tax clearance is not required at the time of proposal submittal. However, it is required upon notice of award. At that time, a certified copy of a current valid tax clearance certificate issued by the Internal Revenue Service (IRS) will be submitted to the RFP contracting office (Section 1). The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.
- B. **Program Specific Requirements** – Additional program specific requirements are included in Sections 2 and 3, (Service Specifications and the Proposal Application Instructions). Federal certifications are required, and they are listed on the Proposal Application Checklist.
 - C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
 - D. **Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.

Submission of proposals by applicants through telefacsimile, electronic mail, and/or computer diskette is not permitted by the state purchasing agency.

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm
- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized.)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;

- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Chiyome Leinaala Fukino, M.D.	Name: Ann H. Kinningham
Title: Director of Health	Title: DOH Procurement Officer
Mailing Address: P. O. Box 3378, Honolulu, HI 96801	Mailing Address: P. O. Box 3378, Honolulu, HI 96801
Business Address: 1250 Punchbowl Street, Honolulu, HI 96813	Business Address: 1250 Punchbowl Street, Honolulu, HI 96813

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Adherence to Title X's federal Program Guidelines for Project Grants for Family Planning Services, January 2001.
- (2) Quality of Care/Quality of Services
- (3) Output Measures
- (4) Performance/Outcome Measures
- (5) Financial Management
- (6) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

The Department of Health may also be required to make modifications to individual contracts that it is unable to anticipate now. Reasons for such modifications may include, but not be limited to, Federal Health Insurance Portability and Accountability Act (HIPAA) regulations.

Applications are required to address requirements in the Federal Title X Program Guidelines for Family Planning Services and describe plans to meet HIPAA standards in their proposal application.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

Since the early 1970's, the Hawaii State Department of Health (DOH) has been the Grantee for the federally funded Title X Family Planning Program for the State of Hawaii.

The award is made by the U.S. Department of Health and Human Services (DHHS), Office of Population Affairs, Office of Family Planning. The Hawaii DOH Family Planning Program (FPP) of the Maternal and Child Health Branch and Family Health Services Division is responsible to administer the program and funds enabling the provision of Title X subsidized FP services in Hawaii.

In this role as the Grantee, the functions and responsibilities of FPP include:

- Assess community needs in the area of family planning for individuals with low incomes and for those at risk for unintended pregnancy.
- Identify, fund, and contract with service providers.
- Assure access to subsidized FP services.
- Monitor and evaluate the performance of contractor provider agencies.
- Collect, analyze, and disseminate data.
- Provide FP training and technical assistance to FP providers.
- Provide community education and outreach services.
- Advocate for clients.
- Be the liaison between the state, federal, and community FP providers.

Proposals are requested from qualified applicants to provide community information and education in the areas of family planning and reproductive health, in all counties of Hawaii for fiscal years 2006 and 2007 (July 1, 2005 to June 30, 2007). Proposals that are accepted will be funded by federal Title X FP funds awarded to the DOH by the U.S. Department of Health and Human Services, Office of Population Affairs, Office of Family Planning, and State funds as available.

Family planning encompasses making pregnancy a matter of choice rather than by chance and is essential for the promotion and maintenance of maternal, infant, and family health.

Over half of the pregnancies in Hawaii, 53%, were unintended in the year 2002. This represents 11,755 of 22,179 pregnancies. Access to clinical family planning services reduces unintended pregnancy and its resultant problems.

Educational efforts shall include engaging hard-to-reach populations, such as the uninsured or underinsured women, males, adolescents (using an abstinence-based curriculum), the homeless, disabled, and substance abusers.

B. Description of the goals of the service

The overall goal is to promote information and education, awareness, better understanding of family planning, and assure family planning services throughout Hawaii. Community-based age-appropriate information and education, emphasizing both the rationale for family planning and the complete range of family planning choices (including postponing sexual involvement for youth) is a vital component of our goal. We also continue to emphasize the importance of hard-to-reach populations who are more at risk for unprotected sexual activity and unintended pregnancy.

C. Description of the target population to be served

Family Planning community information and education is population-based. Priority populations range from preadolescent youth through adults of reproductive age. Special emphasis is placed on those who may be especially at risk for unprotected sexual activity and unintended pregnancy, due to cultural, environmental, developmental, and/or health factors. These sub-groups include uninsured or underinsured women, men, adolescents, the homeless, disabled, and substance abusers.

D. Geographic coverage of service

The services shall be statewide, in areas of high population density such as Honolulu, and in locations that have been federally designated as medically underserved areas (MUAs) and medically underserved populations (MUPs) as indicated in the State of Hawaii Primary Care Needs Assessment Databook 2003.

E. Probable funding amounts, source, and period of availability

The estimated amount of federal funds available per fiscal year is \$325,000 for a period of two-years. The average amount of funding per award will be \$24,500. An additional \$400,000 annually may become available. Funds are subject to budget restrictions. This RFP has been developed in such a manner as to satisfy procurement requirements for additional Title X grant funds.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. Necessary Skills and Experience

The agency must have the background, knowledge, understanding and experience related to the delivery of community information and education in the area of family planning (FP) and reproductive health. A minimum of five years' experience in areas of outreach and education activities for the agency as a whole (not necessarily the staff described below) is desired.

2. Personnel

The staff person providing health education services must have experience and knowledge in health education outreach and community resources. A high school degree is required. The FP Health Educator must work a minimum of half time (0.5 FTE) in FP community health information and education activities.

3. Coordination of Services

The agency must have experience in effective coordination of services with other agencies and resources in the community, specifically related to family planning and reproductive health needs and services.

4. Facilities

The health educator must have reasonable office accommodations in which to carry out his/her tasks efficiently and effectively (e.g. telephone, fax, email, personal computer, and space for preparation of education programs.)

5. Administrative

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1//98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

B. Secondary purchaser participation (Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases – None at this time.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single ☒ Multiple ☐ Single & Multiple

Criteria for multiple awards:

Except for Oahu, would prefer at least one provider per island.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms:

The anticipated term of the contract is July 1, 2005 to June 30, 2007 with the option to extend an additional two years (from July 1, 2007 to June 30, 2009). Extensions must be in writing and must be executed prior to expiration date of June 30, 2007.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Melvin S. Y. Whang, M.P.H.
DOH – Family Planning Program
741-A Sunset Avenue, Room 100
Honolulu, Hawaii 96816

Phone: (808) 733-9030

Email: mel.whang@fhsd.health.state.hi.us

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

1. Community Health Information and Education: Family Planning and Reproductive Health

- a.** The awardee shall provide services through a minimum of a half-time (0.5 FTE) Family Planning (FP) community health educator, who shall be responsible for a minimum of five thousand (5,000) FP community informational and educational contacts per fiscal year, a minimum of 20% of which shall be direct contacts (1,000) (individual or group sessions, number of contacts determined by number of participants), and the balance to be indirect contacts (4,000) (health fairs, exhibits, printed information, media contacts).
- b.** The awardee shall develop, in consultation with the FPP Health Educator, a two-year Action Plan for the FP community health education program, to be submitted no later than July 31, 2005 and July 31, 2006, with revisions made as needed during the contract period (see Attachment F, Action Plan format and instructions).
- c.** Quarterly Reports on all information and education activities shall be submitted fifteen days after each quarter ends. (See Attachment E, Quarterly Report format and instructions).
- d.** The awardee shall provide reproductive and sexuality health information and education, and abstinence-based family planning education, including information on puberty and self-esteem to students, kindergarten through grade 12, as requested by public and private schools in the awardee's area of service, in coordination with Peer Education Programs and other appropriate resources. Pretests and posttests will be administered at a minimum of 25 percent of the presentations. (See Attachment D, Performance Measures)
- e.** The awardee shall provide family planning and reproductive health informational and educational services to members of hard-to-reach populations in addition to regular school abstinence-based presentations for adolescents. Hard to reach populations include the uninsured, the homeless, males, those who are disabled, and substance abusers. Presentations shall be delivered directly with those at risk individuals as well as with agency staff working with these populations. Culturally appropriate approaches and resources shall be used.

- f.** The awardee shall provide, on request, family planning information, education and referrals to individuals aged 14 and older.
- g.** The awardee shall provide education to community and professional groups, including teachers, focusing on the importance of family planning and the procedure for accessing subsidized clinical services through FPP's contracted clinics statewide.
- h.** The awardee shall provide indirect information and education targeting the general public, through exhibits, distribution of printed information, and/or media contacts.
- i.** The awardee shall be available, barring schedule conflicts, to provide presentations and/or assist in health fairs outside of the awardee's area of service, upon request from the FPP Health Educator.
- j.** The awardee shall utilize a range of program strategies and be responsive to the needs of the community.
- k.** The awardee shall actively participate in and be a member of the FPP community Information and Education (CI&E) Committee and attend the quarterly family planning community health information, education, and outreach meetings convened by the FPP Health Educator. Members must attend meetings; and if unable, an appropriate alternate shall represent the member.
- l.** The awardee shall participate in coalitions that focus on Title X priorities.
- m.** The awardee shall participate in trainings sponsored and offered by FPP and Region IX's FP training center, The Center for Health Training, as applicable and/or required.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a.** A minimum of a half-time staff person (0.5 FTE) providing FP health education services must have experience in health education. A high school degree is required.
- b.** The awardee shall select a community health educator who is a resident of the community to be served and is knowledgeable about the community needs, values, and resources.

- c. The community health educator shall:
- Have an orientation to the Title X Program and participate in trainings sponsored and offered by FPP and Region IX's FP training center, The Center for Health Training, as applicable and/or required.
 - Have adequate knowledge and training to provide current and accurate family planning information.
 - Have good communication and public speaking skills.
 - Should be sensitive to and able to deal effectively with the cultural and other characteristics of the client population.

2. Administrative

- a. Family planning community information and education services must be provided to clients solely on a voluntary basis. (See Attachment G, Federal Program Guidelines [FPG] page 16.)
- b. Personnel must be informed that they may be subject to prosecution under Federal law if they coerce any person to undergo an abortion or sterilization procedure. (See Attachment G, FPG page 5.)
- c. Awardee shall comply with all applicable policies and procedures of the Department of Health.
- d. Awardee shall comply with the Department of Health's Directive Number 04-01 dated May 3, 2004 related to Interpersonal Relationships between Staff and Clients/Patients. (Attachment H)

3. Quality assurance and evaluation specifications

- a. The awardee shall conform to Title X and DOH family planning policies, procedures, and guidelines, including but not limited to the following:
- Federal Program Guidelines for Project Grants for Family Planning Services, U.S. Department of Health and Human Services, Office of Population Affairs, Office of Family Planning.
 - Uniform Requirements for Government and Non-Profits, 45CFR92 & 74.
 - OMB Circulars, A-87, A-102, A-110, A-122, A-133.
 - Hawaii Department of Health Family Planning Policies and Guidelines.

- Shall complete an Action Plan for planned activities.
 - Shall submit Quarterly Report two weeks ending of each quarter.
- b. The awardee shall provide adequate training and supervision of staff.
- c. The awardee shall participate in site monitoring by FPP staff of program activities at least once for the contract period July 1, 2005 to June 30, 2007 in order to evaluate the quality of service delivery and to validate service provision.
- d. The FPP shall provide orientation of new health educator staff and ongoing technical assistance regarding the statewide Title X FPP as needed.

4. Output and performance/outcome measurements

The DOH requires the reporting of performance measures. This approach proposes that the awardee take responsibility for achieving short term performance objectives related to health education. (See Attachment D)

5. Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.

6. Coordination of services

The applicant shall demonstrate the capability to coordinate with other agencies and resources in the community.

7. Reporting requirements for program and fiscal data

- The awardee shall submit a monthly invoice and expenditure report based on the approved budget.
- The following budget form(s) shall be submitted with the Proposal Application: SPO-H-205, 206A, 206B, 206C, 206H, 206I.
- All budget forms, instructions and samples are located on the SPO website (see the Proposal Checklist in Section 5 for website address.)

- The awardee shall provide information on program activities on a quarterly basis, on the Quarterly Report form designated by FPP.
- Delinquent reports will delay (monthly) cost reimbursement for services rendered.
- The awardee shall submit to the Department an annual variance report within 60 calendar days after the end of each fiscal year in the format requested by the Department. The report will document the organization's achievement toward the planned performances and output measures for the budget period and explain any significant variances (+/- 10%).
- The awardee shall submit to the Department an annual community information and education Action Plan no later than July 31, 2005 and July 31, 2006 in the format requested by the Department, documenting the organization's planned activities, timeline and budget.

8. Pricing structure or pricing methodology to be used

a. Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

b. Prohibited Costs

The following costs are not allowed:

1. For awardees receiving other federal awards, indirect costs based on a rate that has not been negotiated with the federal government are not allowed. (A valid copy of the written agreement with the federal agency for the negotiated rate must be provided to the State).
2. Depreciation – Assets acquired through the state or federal government.

c. Travel Out of State

An out of state trip must be pre-approved by the FPP office. The request must be adequately justified on form SPO-H-206D (Budget

Justification – Travel – Out of State). The FPP will review requests for out of state travel using the following guidelines:

1. Travel is essential to the implementation of the FP program.
2. Personal attendance is preferable to conducting FP business through email, FAX transmission, correspondence, telephone or other telecommunication method.

9. Units of service and unit rate

Not applicable.

IV. Facilities

Facilities shall be adequate relative to the proposed services.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicants' organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in Section 2, Service Specifications.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services described in Section 2, II.

B. Experience

The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology (eg., annual staff performance appraisal training, observation of presentations in the community.)

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services and staffing. If facilities are not presently available, describe plans to secure facilities.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staff for the viability of the services. (Refer to the personnel requirements in Section 2, Service Specifications.)

2. Staff Qualifications

The applicant shall describe the minimum qualifications (including experience) for staff assigned to the program. (Refer to Section 2, Service Specifications.)

B. Project Organization**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision for the health educator position. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

A. Service Activities:

The Applicant shall describe how they plan to provide the following activities:

1. Family Planning Community Health Education, as described in Section 2, Scope of Work.
2. Referral services to FP providers contracted by FPP who provide subsidized FP clinical services.

B. Management Requirements

1. Applicants shall describe how they will fulfill the personnel requirements of the Title X Program. (See Section 2)
2. Applicants shall describe how they will administratively fulfill the requirements of the Title X Program. (See Section 2, III)
3. Applicants shall describe how they will fulfill the financial management requirements of the Title X Program. (See Section 2, III)
4. Applicants shall describe their quality assurance program and plans for evaluating the Title X Program (See Section 2, III)

5. Applicants shall identify their baseline for the FP output and performance measures. The applicant shall formulate both reasonable and achievable performance objectives, and describe the approach to be taken in meeting these objectives for the multi-year contract period. Refer to Section 5, Attachment E, Tables A & B. These tables must be completed and attached to the Application Proposal.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application. (See Section 2, III, 7 and 8.)

1. Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, totaling approximately \$24,500 for each area of service (e.g. Windward Oahu, West Hawaii), per fiscal year. Please **note** that contractors' overhead costs should be kept at a **minimum**. The major funding allocation should go towards: FP Health Educator's (HE) salary, payroll taxes and assessments, fringe benefits, adequate mileage reimbursement for area of service, training, airfare for a minimum of one round trip to Oahu as applicable, and FP educational supplies.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, 206A, 206B, 206C, 206H, 206I.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	100 Points
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certifications

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

- The applicant demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

a. Necessary Skills and Experience

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. **(6 points)**

b. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. **(6 points)**

c. Coordination of Services

- Demonstrated capability to coordinate services with other agencies and resources in the community. **(6 points)**

d. Facilities

- Adequacy of facilities relative to the proposed services. **(2 points)**

2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

a. Staffing

1. Proposed Staffing: That the proposed staffing is reasonable to insure viability of the FP and related preventive health services. **(4 points)**
2. Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. **(5 points)**

b. Project Organization

1. Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. **(5 points)**

2. Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the FP service activities and tasks. **(1 point)**

3. *Service Delivery (55 Points)*

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application. The evaluation criteria may also include an assessment of the logic of the work plan (Action Plan) for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

Evaluation criteria will include:

- Adequacy of approach in provision of puberty, self-esteem and abstinence-based family planning education to students, kindergarten through grade 12, as requested by public and private schools in the awardee's area of service, in coordination with Peer Education Programs and other appropriate resources, and including pre/post tests for a minimum of 25 percent group presentations. **(8 points)**
- Adequacy of approach in provision of family planning and reproductive health educational services to members of hard-to-reach populations in addition to adolescents participating in regular school abstinence-based presentations. **(8 points)**
- Adequacy of approach in provision of education to community and professional groups, including teachers, focusing on the importance of family planning and how to access community-based subsidized clinical services. **(8 points)**
- Adequacy of approach in provision of indirect information and education targeting the general public, through exhibits, distribution of printed information, and/or media contacts. **(8 points)**

Management Requirements (Performance and Output Measures):

- Are the applicant's performance objectives both reasonable and achievable? **(8 points)**

- Adequacy of applicant's approach in meeting targeted performance objectives. **(8 points)**
- Adequacy of applicant's methodology for data collection relative to performance measures. **(7 points)**

4 Financial (10 Points)

- Personnel costs are reasonable and comparable to positions in the community. **(3 points)**
- Non-personnel costs are at a minimum and adequately justified. **(3 points)**
- To what extent does the budget support the scope of service and requirements of the Request for Proposal? **(4 points)**

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Federal Certifications
- D. Table A – Performance Measures
Table B – Output Measures
- E. Quarterly Report
- F. Action Plan
- G. Federal Title X Program Guidelines for Family Planning Services
- H. Interpersonal Relationships between Staff and Clients/DOH

ATTACHMENT A

Proposal Application Checklist

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Federal Certifications:				
Debarment & Suspension		Section 5, RFP	X	
Drug Free Workplace		Section 5, RFP	X	
Lobbying		Section 5, RFP	X	
Program Fraud Civil Remedies Act		Section 5, RFP	X	
Environmental Tobacco Smoke		Section 5, RFP	X	
Assurances – Non-Construction Programs		Section 5, RFP	X	
Program Specific Requirements:				
DOH Interpersonal Relationships			X	

Authorized Signature

Date

SAMPLE

ATTACHMENT B

**Proposal Application
Table of Contents**

I.	Program Overview	1
II.	Experience and Capability	1
	A. Necessary Skills	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities.....	6
III.	Project Organization and Staffing	7
	A. Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206H Budget Justification – Program Activities	
	SPO-H-206I Budget Justification – Equipment Purchases	
	B. Other Financial Related Materials	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
	E. Program Specific Requirements	

ATTACHMENT C

CERTIFICATIONS

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

By signing and submitting this application, the prospective primary participant as defined in 45 CFR Part 76 is providing certification regarding debarment and suspension as set out in Appendix A of 45 CFR Part 76. The applicant agrees that by submitting this application it will include, without modification, the clause in Appendix B of 45 CFR Part 76 in all lower tier covered transaction and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76. Should the applicant not certify regarding debarment and suspension, an explanation as to why should be placed after the assurances page in the application package.

2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

By signing and submitting this application, the applicant is providing certification regarding drug-free workplace requirements as set out in Appendix C to 45 CFR Part 76. For purposes of notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Division of Grants Policy and Oversight
Office of Management and Acquisition
Department of Health and Human Services
Room 517-D
200 Independence Avenue, S.W.
Washington, D.C. 20201

3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93). By signing and submitting this application, the applicant is providing certification set out in Appendix A to 45 CFR Part 93.

4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The authorized official signing for the applicant organization certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The official signing agrees that the applicant organization will comply with the DHHS, PHS, and OPHS terms and conditions of award if a grant is awarded as a result of this application.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

The authorized official signing for the applicant organization certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

OPHS strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the DHHS and OPHS mission to protect and advance the physical and mental health of the American people.

ATTACHMENT C

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;

(b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

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17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Standard Form 424B (Rev. 7-97)
Prescribed by OMB Circular A-102

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ATTACHMENT D

Table A – Performance Measures

Column A	Column B	Column C	Column D	Column E
Performance Measure	Baseline for FY 2004	Annual Performance Objective for Fiscal Year 2006	Annual Performance Objective for Fiscal Year 2007	Applicant's approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. (Attach additional sheets as necessary.)
1. Of the total direct family planning educational and informational contacts, increase the percentage that are made to hard-to-reach populations, defined as teens (abstinence-based programs), males, the homeless, disabled and substance abusers.	_____ % of the total direct family planning educational and informational contacts that are made to hard-to-reach populations, defined as teens (abstinence-based programs), males, the homeless, disabled and substance abusers.	The estimated proportion of the total direct family planning educational and informational contacts that are made to hard-to-reach populations, defined as teens (abstinence-based programs), males, the homeless, disabled and substance abusers is _____%.	The estimated proportion of the total direct family planning educational and informational contacts that are made to hard-to-reach populations, defined as teens (abstinence-based programs), males, the homeless, disabled and substance abusers is _____%.	
2. Increase the percentage of participants in school presentations who demonstrate any increase in knowledge of puberty, self-esteem and/or family planning/reproductive health topics, as demonstrated through pre/post tests. Sample: a minimum of 25 percent of school presentations.	_____ % of participants in school presentations who demonstrate any increase in knowledge of puberty, self-esteem and/or family planning/reproductive health topics, as demonstrated through pre/post tests.	The estimated proportion of participants in school presentations who demonstrate any increase in knowledge of puberty, self-esteem and/or family planning/reproductive health topics, as demonstrated through pre/post tests is _____%.	The estimated proportion of participants in school presentations who demonstrate any increase in knowledge of puberty, self-esteem and/or family planning/reproductive health topics, as demonstrated through pre/post tests is _____%.	

ATTACHMENT D

Table B – Output Measures

	Baseline	Estimated	Estimated
Program Activity	FY 2004	FY 2006	FY 2007
A. The total number of direct family planning community educational and informational contacts.			
B. The total number of indirect family planning community educational and informational contacts.			

ATTACHMENT E

EDUCATION/OUTREACH ACTIVITIES - QUARTERLY REPORT FORM FAMILY PLANNING INFORMATION SERVICES

AGENCY NAME: _____

QUARTER _____ **YEAR** _____
(Indicate 1st.-4th. & Fiscal Year)

**1. EDUCATION/OUTREACH PROGRESS:
DIRECT CONTACTS**

Quarterly Projections	Quarterly Actual	Year-to-Date Projections	Year-to-Date Actual	Year-to-Date +/- Percent

INDIRECT CONTACTS

Quarterly Projections	Quarterly Actual	Year-to-Date Projections	Year-to-Date Actual	Year-to-Date +/- Percent

2. EDUCATION/OUTREACH ACTIVITIES FOR QUARTER:

General Categories DIRECT Contacts	(a) # of DIRECT Programs, Classes, etc. made	(b) # of Individuals contacted DIRECTLY		
		Male	Female	Total
Schools				
Clubs, Health & Social Service Agencies				
Clinics(Other than users)				
Abstinence Based Programs (*Teens)				
Hard to Reach Populations*(Specify)				
Special Population**(Specify)				
Other:				
COLUMN TOTALS				

Post Test (1 of 4 or 25% of programs)	Number of Tests	Percent of Participants Who Demonstrated Knowledge
Pre/Post Test Results		

General Categories INDIRECT CONTACTS	(a) # of fairs, placement announcements	(b) Estimated # of individual exposure to effort (General Population)
Health Fairs/Exhibits/Displays		
Posters/flyers/business cards/etc.		
Mass media (T.V., radio, newspaper, periodicals, etc.)		
Other: (Specify)		
TOTALS:		

3. HEALTH EDUCATION Technical Assistance: IDENTIFY ANY EDUCATIONAL AND OUTREACH TECHNICAL ASSISTANCE NEEDED. CONTINUE ON ANOTHER SHEET OF PAPER AS NECESSARY.

SAMPLE

ATTACHMENT F

Information & Education Action Plan
July 1, 2005 through June 30, 2007
Two Fiscal Year Plan (based on one year's activity)

OBJECTIVE [Direct/Indirect]	ACTIVITIES	TIMELINE	TARGET	BUDGET
Direct: Conduct information and education programs as they relate to family planning/birth control, reproductive health and sexuality in general.	A. Provide informational presentations at elementary, intermediate and high schools within the East Hawaii area.	Sept. to June	8 schools, 100 classes, 1,500+ students	\$1,995 at \$19.95/class at \$1.33 per student
	B. Provide information presentation to community agencies within East Hawaii area.	Throughout each year	3 community agencies, 7+ sessions, 21+ total	\$280/\$40 session
<p><i>Budget is calculated on an average of +/- \$15/hour for educator/outreach worker to include (initially for new programs prep time) actual presentation time.</i></p> <p><i>Education materials should be based on \$.25/brochure, i.e., 100 students x average of 2-3 brochures each = \$75.</i></p> <p><i>Packets for mailing to schools, agencies, and the like may cost approximately \$3 each. These are estimates only. Try not to underscore the expenses, but at the same time, do not inflate the expenses. Your Action Plan may serve as a tool for other funding source, grants, and the like.</i></p>				
Indirect: Conduct information and education through indirect activities throughout East Hawaii.	A. Compile and disseminate packets to teens on "Teen Clinic" days and during regular clinic hours – new/repeat for information and/or services.	Throughout	500 teens	\$750 at \$1.50/packet
	B. Participate in community health fairs/FP exhibits.	3 times/year	3,000/year	\$450 at \$150/event

*This is only an **example**, and your Action Plan does not have to be infinitely detailed, but should have enough information in each category that is **appropriate**, **observable**, and **measurable**, and can be **evaluated**.*

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Information & Education Action Plan

July 1, 2005 through June 30, 2007

Two Fiscal Year Plan

(based on one year's activity)

[illegible]

Attachment G

*Federal Title X
Program Guidelines
for
Family Planning Services*

Refer to website:

Title X guidelines main link page:

http://opa.osophs.dhhs.gov/titlex/2001guidelines/ofp_guidelines_2001.html

OR

Download complete Title X guidelines (.pdf format):

http://opa.osophs.dhhs.gov/titlex/2001guidelines/2001_ofp_guidelines_complete.pdf

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ATTACHMENT H



STATE OF HAWAII
DEPARTMENT OF HEALTH
P. O. BOX 3378
HONOLULU, HI 96801-3378

INTRA-DEPARTMENTAL DIRECTIVE 04-01
May 3, 2004 Page 1 of 5

TO: All Deputies, Division and Branch Chiefs, Staff Officers, District Health Officers, and Administrators of Attached Agencies

FROM: Chiyome Leinaala Fukino, M.D.
Director of Health *Chiyome Leinaala Fukino*

SUBJECT: INTERPERSONAL RELATIONSHIPS BETWEEN STAFF AND CLIENTS/PATIENTS

04-1.1 PURPOSE

This directive provides the policy for the State of Hawaii, Department of Health on interpersonal relationships between staff and clients/patients.

04-1.2 POLICY

- A. Staff shall not use their professional position to exploit others for any reason.
- B. Staff shall avoid engaging in dual/multiple relationships with clients/patients or former clients/patients. When dual/multiple relationships are unavoidable, staff shall take steps ensure that the nature of the dual/multiple relationship shall neither harm nor exploit the client/patient.
- C. Sexual relationships with any client/patient or former client/patient are prohibited. Staff shall not have financial relationships with clients/patients or former clients/patients.

- D. Staff are prohibited from engaging in sexual relationships with clients/patients' relatives or other individuals with whom clients/patients maintain close personal relationships, or to whom clients/patients are reliant upon. Staff are required to set clear, appropriate and culturally sensitive boundaries.
- E. Staff shall neither initiate, assume, nor maintain a treatment relationship to individuals with whom they have had prior sexual relationships. Staff shall inform their supervisor if there have been past relationships with potential clients/patients and arrange to have the care of such patients/clients provided by another qualified staff person.
- F. Staff shall not engage in physical contact with clients/patients when there is a possibility of psychological harm to the clients/patients as a result of the contact (such as cradling or caressing clients/patients). In providing services, staff who are required to have physical contact with clients/patients are responsible for setting clear, appropriate and culturally sensitive boundaries that govern such physical contact.
- G. Staff who anticipate the potential for sexual relationships with former clients/patients shall consult in depth with their supervisors, exploring the various risks and concerns.

04-1.3

SCOPE

This directive applies to all Department of Health employees, including volunteers, who provide treatment and/or services and individuals or agencies that are contracted to provide treatment and/or services on behalf of the Department of Health.

04-1.4

DEFINITIONS

Clients/Patients:	Persons under observation, care, treatment, or receiving services.
Department:	Department of Health
Director:	Director of Health

Dual/multiple relationships:	When an employee has, or has had, more than one relationship with a patient or client, either presently or in the past. These may include professional, business, social, or personal relationships. Dual/multiple relationships can occur simultaneously or consecutively.
Staff:	Department employees, including volunteers, and individuals or agencies that are contracted to provide services on behalf of the Department.
Health:	Includes physical and mental health.
Providers:	Any persons, public or private vendors, agencies, or business concerns authorized by the department to provide health care, services, or activities.
Services:	Appropriate assistance provided to a person with a medical illness, developmental disability, mental illness, substance abuse or dependency disorder, or mental retardation. These services include, but are not restricted to assessment, case management, care coordination, treatment, training, vocational support, testing, day treatment, dental treatment, residential treatment, hospital treatment, developmental support, respite care, domestic assistance, attendant care, habilitation, rehabilitation, speech therapy, physical therapy, occupational therapy, nursing counseling, family therapy or counseling, interpretation, transportation, psychotherapy, and counseling to the person and/or to the person's family, guardian or other appropriate representative.
Treatment:	The broad range of services and care, including diagnostic valuation, medical, psychiatric, psychological, and social service care, vocational rehabilitation, career counseling, and other special services which may be extended to a person in need or with a disabling condition.

04-1.5 **RESPONSIBILITIES**

- A. **Director:** Insure this policy is maintained, interpreted, updated, and communicated to all program managers.
- B. **Deputy Directors:** Insure this policy is communicated to, understood and implemented by program managers within their administrations, and insure needed revisions of this policy are communicated to the Director.
- C. **Program Managers:**
 - (1) Insure this policy is communicated to and understood by all vendors, providers, or contractors, and insert a reference to this policy in appropriate contracts.
 - (2) Insure this policy is enforced.
 - (3) Investigate alleged or reported infractions of this policy and take corrective actions as may be indicated.
 - (4) Recommend needed changes to this policy to their Deputy Directors.
- D. **Employees:** Comply with this policy and report alleged infractions of this policy to their supervisors or superiors.
- E. **Providers:** Insure this policy is communicated, understood, and implemented.

04-1.6 **PROVISO**

If there is a conflict between this policy and a collective bargaining agreement, the collective bargaining agreement shall prevail.

04-1.7

REFERENCES

- A. Discrimination in Public Accommodations, Chapter 489, Hawaii Revised Statutes, as amended.
- B. Fair treatment, Section 84-13, Hawaii Revised Statutes, as amended.
- C. Rights of persons with developmental or mental retardation, Section 333F-8, Hawaii Revised Statutes, as amended.
- D. Rights of recipients of mental health services, Chapter 334E, Hawaii Revised Statutes, as amended.
- E. Sex Discrimination, Title 12, Chapter 46, Subchapter 4, Hawaii Administrative Rules, as amended.
- F. Disability Discrimination, Chapter 46, Subchapter 9, Hawaii Administrative Rules.

This document should be placed in the Personnel Manual of Policies and Procedures under Section 11, SUBJECT: EMPLOYEE RELATIONS.